



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
REGION 9 COMMITTEE MEETING**

**AGENDA**

**In-Person meeting: Thursday, November 20, 2025  
At or after 11:30 a.m.  
Olive Garden Restaurant  
380 N Hwy 90  
Sierra Vista, AZ 85635**

**1. Call to Order.**

**2. Roll Call:**

<b>City of Benson</b>	Vicki Vivian	<b>City of Bisbee</b>	Ashlee Coronado
	Jacqueline Kiernan		Nina Williams
<b>Huachuca City</b>	Brandye Thorpe	<b>City of Nogales</b>	Judith Armendariz
<b>Town of Patagonia</b>	Ron Robinson	<b>City of Sierra Vista</b>	Jill Adams
<b>City of Tombstone</b>	Charissa Martinez Presti		Maria Marsh
	Shelly Kazda		Jessica Shouppe
	Sara Miller	<b>City of Douglas</b>	Alma Andrade
<b>Cochise County</b>	Melissa Wright		Cynthia Acuña-Robles

**3. Old Business:**

**a. Discussion/Decision on approval of meeting minutes for July 23, 2025**

**4. New Business:**

- i. Introductions of new members
- ii. Introduction of Ms. Melissa Avant – Cochise County Elections Director
- iii. Discussion/with possible Decision on ideas for the 2026 AMCA & Elections Raffle basket.
- iv. Discussion on the New Notary Changes – Effective July 1, 2025.
- v. Discussion on the virtual Election Officer Recertification Training Dec 8-9, 2025.
- vi. Discussion on the AZ Library and Archives Website & Trainings

**5. Good of the Order/Comments from Committee Members.**

**6. Next Meeting Date.**

**February 26, 2026 @ 8:30 a.m. hosted by City of Bisbee**

**7. Adjournment.**

Alma Andrade, City of Douglas Clerk | Region 9 Leader | (520) 417-7301



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
REGION 9 COMMITTEE MEETING**

**MINUTES**

**In-Person meeting: Wednesday, July 23, 2025  
At or after 4:50 p.m.  
Fountain Hills Community Center  
13001 N. La Montana Drive,  
Fountain Hills, AZ 85268**

**1. Call to Order.**

**The meeting was called to order at 4:50 p.m.**

**2. Roll Call:**

City of Benson	Vicki Vivian	X	City of Bisbee	Ashlee Coronado	
	Jacqueline Kiernan	X		Nina Williams	
Huachuca City	Brandye Thorpe		City of Nogales	Judith Armendariz	
Town of Patagonia	Ron Robinson		City of Sierra Vista	Jill Adams	
City of Tombstone	Charissa Martinez Presti			Maria Marsh	
	Shelly Kazda			Jessica Shouppe	
	Sara Miller		City of Douglas	Alma Andrade	X
Cochise County	Melissa Wright			Cynthia Acuña-Robles	X

**3. Old Business:**

- a. Discussion/Decision on approval of Meeting Minutes for April 1, 2025.

**Motion by Vicki Vivian, second by Cynthia Robles to approve the April 1, 2025 minutes. Motion passed unanimously.**

**4. New Business:**

- i. Introductions
- ii. Roundtable Discussion: upcoming elections, seats available.  
  
 Benson: Mayor and 3 Council seats are available. Packets for 2026 are due March 10, 2026. There is 7 recall packets due to the aluminum plant due for October 30, 2025.  
 Douglas: 3 Council seats and Charter amendments to include, salary, term limits and wards.
- iii. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates.  
  
 Benson: Future plans implement beginnings of previous year  
 Douglas: Goal to have a shred day.
- iv. Discussion on 2026 meeting calendar/virtual or in person meetings at a convenient location for all clerks.

Discussion was held on meeting in person on November 20, 2025.

- v. Discussion on future agenda items and areas of interest by Region 9 members.

Discussion was held on inviting the Cochise County Elections Director to the next meeting.

- vi. Reminder to notify the Region Leader of new clerk arrivals, departures/retirements, or promotions.
- vii. IIMC Conference, May 17-21, 2026, in Reno, Nevada.

**5. Good of the Order/Comments from Committee Members.**

Ms. Andrade requested more participation from region members.  
A Visit Cochise basket for the next AMCA conference was discussed.

**6. Next Meeting Date.**

November 20, 2025. In-person in Sierra Vista, Arizona.

**7. Adjournment.**

**Motion by Cynthia Robles, second by Jacqueline Kiernan to adjourn the meeting at 5:31 p.m.  
Motion passed unanimously.**



Alma Andrade, City of Douglas Clerk | Region 9 Leader | (520) 417-7301